

ARCHITECTURAL REQUIREMENTS AND GUIDELINES FOR ZAPATA RESIDENTIAL SITES

Section I

INTRODUCTION

The Zapata subdivision has been planned as an attractive, well-maintained place to live. The covenants of Zapata provided for an architectural review process to maintain the standards and property values of the community and to encourage the protection of the natural environment.

DECLARATION OF COVENANTS

The Declaration of Covenants, Conditions and Restrictions for Zapata (Declaration) – legal documents dated August 8, 1975, and March 11, 1981, and recorded on the land records of Alamosa County Clerk and Recorder, Alamosa, Colorado – governs and protects the properties within the jurisdiction of Zapata Home Owners Association (Association). The Declaration was adopted primarily to preserve property values within Zapata. The Declaration is binding on all property within Zapata and “runs with the land” by operation of law.

APPLICATION OF THESE RESIDENTIAL REQUIREMENTS AND GUIDELINES

These requirements and guidelines are in addition to, and may be more restrictive than, the existing covenants and apply to all residential building sites within the Zapata Subdivision.

PURPOSE OF ARCHITECTURAL REVIEW

All new, remodeled and renovated residential projects will require architectural review. The Zapata residential Architectural Design Requirements and Guidelines list Zapata’s design goals and provide specific direction as to site and building design. A review of these documents will help you understand our community’s architectural design expectations. We have included most of the requirements listed in both the 1975 and 1981 covenants; however, it is the responsibility of the homeowner or builder to be aware of, and abide by, the applicable covenants in addition to this document.

ARCHITECTURAL COMMITTEE

The Declaration establishes an Architectural Committee (AC), a committee that is appointed by, and reports directly to, the board of directors. The AC interprets, administers and enforces the provisions of the Declaration through these Guidelines. The AC consists of the following:

- Director
- Committee members

PROJECT REQUESTS

No structures other than detached single-family dwellings, a maximum 3-car garage, guesthouse, servants' quarters, and other outbuildings incidental to residential use of the property are allowed. No improvements, alterations, repairs, excavations or other work, which in any way alters the exterior appearance of any property within Zapata, shall be made or done without the prior written approval of the Architectural Committee. Approval is not required for repairs as long as they do not affect any of the architectural requirements or guidelines.

Each request must be submitted in writing to the AC for approval prior to beginning any work. An AC request form is available at the Association's office. The AC considers requests individually within thirty (30) days of the receipt of the submission by the AC.

Any request submitted for a property with delinquent dues, assessments or fines will be denied approval.

The AC will consider any possible influence on surrounding properties and will concentrate on maintaining the harmony established in the subdivision.

Requests must comply with the applicable federal, state, county and local building codes and laws.

Approvals do not indicate a review of, or comment upon, the structural soundness, safety or compliance with any government standards and regulations. The property owner is responsible for obtaining any necessary building permits, variances, exceptions, inspections, or other governmental approvals before starting any construction.

Please select *one* of the forms below, which is appropriate to the construction you are considering.

APPLICATIONS:

- (1) You must submit a **full building application** (Form A), attachments and fees for new construction to include dwellings, carports, garages, servants' quarters, guesthouses and outbuildings and remodeling or reconstruction, wells, driveways, septic and leach fields, and power.
- (2) You must submit a **site improvement application** (Form B), attachments and fees for driveway, well, septic and leach field, and power lines. (This form is a pre-structure construction application and is valid for a 5-year period).
- (3) You must submit a **structure improvement application** (Form C) and attachments for carports, garages, outbuildings, fences or walls. (To use this application you must have a habitable dwelling on the building site).
- (4) You must submit a **variance application** (Form D) and attachments for any variances.
- (5) You must submit an **easy form application** (Form E) for small projects not covered by the above-listed applications.

Note: Any habitable dwelling to include single-family dwellings falls under the Form A classification.

Send all applications and plans to:
Zapata Homeowners Association
PO Box 1282
Alamosa, CO 81101
Phone: 719-589-6770
Email: zapatahoainfo@gmail.com

FEES

Form A – New construction -- \$250
Form B -- \$250 (5-year period)
Form C – No fee
Form D – No fee
Form E – No fee
Site re-inspection fee -- \$50

FINES

No work may begin on a building site within Zapata without approval by the Architectural Committee and board of directors. A fine of \$1,000 will be assessed for any violation of the covenants or these requirements and guidelines regarding commencement of construction, grading or excavation, wells, septic and leach fields and live tree removal. No approval of applications or building permits will be allowed without payment of the fine.

PROJECT COMPLETIONS

No construction shall commence until a building permit for said construction has been obtained from the local governing body having jurisdiction. Approved projects must be completed within 24 months from the date of commencement of such construction. The AC may consider a written request for extension of the time limit.

VIOLATIONS

Architectural violations are received and processed through the AC. The standard procedure for processing these violations consists of staff verifying the problem. Action is then initiated through a two-letter notification procedure. A first letter is sent to the owner with notice of the violation. A resolution of this matter should be made within 15 days.

If no response is received and the violation remains unresolved, the matter will be forwarded to the ZHA Board of Directors and the Association's legal counsel for attention. A letter from the Board and Counsel will then be forwarded to the owner addressing the failure to correct the violation and also indicates non-compliance with the Architectural Guidelines or Covenants. Finally, if no resolution has been reached within 15 days, the Association may be forced to seek

injunctive or other suitable legal relief through legal means. Also, the Association will seek reimbursement of all legal fees incurred.

Section II

INTRODUCTION

The following requirements and guidelines are provided for assistance in planning projects and submitted requests and are a combination of the 1975 and 1981 covenants and additional requirements. The AC reserves the right to turn down applications that do not meet the covenants or requirements and guidelines. Likewise, the AC reserves the right to approve projects that vary from the requirements and guidelines. The lack of specific information in the guidelines does not preclude the AC from approving or denying any specific project.

STANDARDS OF REVIEW

Zapata's goal is to promote a high quality of design and for each project to be in harmony with its natural and manmade settings. Alteration of natural landforms and plant communities should be minimized; preservation of existing trees and shrubs is given high priority. Zapata is not attempting to enforce one uniform architectural style. A project may be harmonious with existing buildings without repeating a single architectural style; a compatible diversity of styles is welcome.

The following are encouraged:

- Designs which take advantage of, rather than altering, natural landforms;
- Designs that reinforce Zapata's semi-rural, residential, low profile character;
- Earth-toned, subdued colors;
- Textured, natural-appearing exterior materials and finishes

Not acceptable:

- Massive grading;
- Long, blank walls;
- Reflective, shiny surfaces;
- Bright or neon colors

ARCHITECTURAL REVIEW PROCESS

- (1) Submit application, fees and architectural working drawings to ZHA office
- (2) Plan review by AC
- (3) Review by AC of site plan staking
- (4) Letter to county on approval
- (5) Final site inspection

APPLICATION

Any improvements on lots or tracts within the Zapata Subdivision require a building application and its submission for review to the AC. The AC will have 30 days to review plans and to reply to the applicant. The postmark from the ZHA office to the AC determines the beginning of the 30-day period. For new construction, remodeling and additions, architectural drawings consisting of floor plans, elevations, color and finish, plot and site development plans, and other documentation will be required. (See attached forms and samples).

SITE PLANNING

It is strongly advised that you have your property surveyed professionally. Site inspections require a certified survey or the steel site pins located.

- Maximum disturbed lot surface shall be 30%, including excavations, buildings, driveways and parking.
- Minimum lot size – 1 acre
- Minimum setbacks for all buildings from property lines, as measured perpendicular to the property line:
 - Front – 30' (feet)
 - Side Street – 30' (feet)
 - Side – 15' (feet)
 - Rear – 30' (feet)
- Habitable buildings on the same building site, such as guesthouses or servants' quarters, must be a minimum of 20' (feet) from existing habitable buildings
- All structures must be a minimum of 25' (feet) from any creek or identified waterway
- Septic tanks and leach fields must be at least 50' (feet) from lakes, active or seasonal watercourses and 100' (feet) from on-site wells and any adjacent wells.
- Utility easements are 5' (feet) on the side and 10' (feet) from the street or front.
- All site work shall take into account the natural drainage patterns on the lot and adjoining lots.

Parking areas:

- Vehicles shall be parked only in designated parking areas, private drives or garages.
- No construction vehicles shall be parked on any public streets.
- All drives and parking shall be graded for proper drainage.

MINIMUM AND MAXIMUM ALLOWED FOOTAGES FOR STRUCTURES AND BUILDINGS

Per building site: One (1) detached single-family residence with a minimum square footage of 950 sq. ft. for one story or 1,200 sq. ft. for one and one-half, two, or two and one-half stories. Square footage is determined as interior living space as measured to the outside wall face, including lofts that have a height of 5' (feet) or more enclosed in one building or unit.

Maximum additional structures per building site:

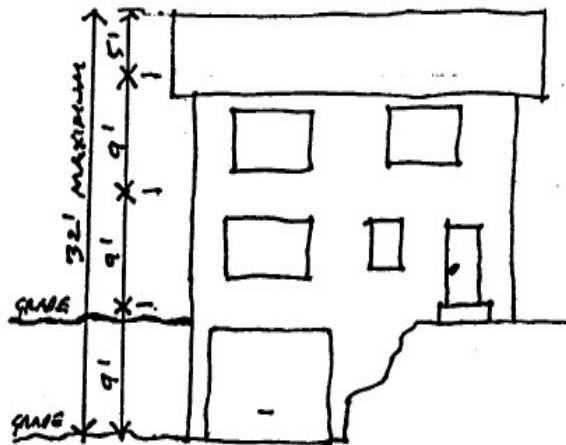
- One (1) attached or detached garage – maximum 3-car and maximum 900 sq. ft., 24’ (feet) maximum height
- One (1) outbuilding maximum 900 sq. ft., 24’ (feet) maximum height
- Two (2) sheds maximum 10’ x 12’ or 120 sq. ft., 16’ (feet) maximum height. (No foundation is required by Alamosa County for such structures under 10’ x 12’).

All residential and habitable structures shall be built on a continuously poured concrete foundation. Other alternative foundation construction may be approved. No residential or habitable structure shall be on blocks, jacks, loose blocks or other temporary foundations. No RV, trailer, basement, tent, shack, garage, barn, or other building other than residential homes, guesthouses or servants’ quarters erected on a building site shall at any time be used for temporary or permanent human habitation.

Height Restrictions – 2-1/2 story above ground maximum. No building shall be more than 32' (feet) in height measured from the lowest finished grade. The measurement is determined from the ridge of the roof to the original ground level. (see drawings below)



Walk out or under-floor garages.



Chimneys or other protrusions above the ridgeline may be approved on an individual basis.

EXTERIOR MATERIALS

Walls: Suggested exterior wall materials are natural wood, embossed fiberboard siding, natural or cast stone, and/or stucco. Other siding materials may be approved on an individual basis. Recommended colors are natural color ranges to be determined by the AC. The AC, on an individual basis, will review alternative building methods and materials.

Roofs: All roof materials are limited to painted metal, clay or artificial tiles, slate and asphalt-composite shingles. Cedar shingles or shakes are not permitted because of fire danger.

EXTERIOR LIGHTING

Indirect lighting downward directed lighting fully shielded fixtures and low voltage walkway lighting are allowed exterior light sources. Fully shielded means lighting whose design prevents the direct emission of light at angles above the local horizontal.

No exterior lights from which the direct source is visible or that produces excessive light pollution shall be allowed. All outdoor lighting should be designed, installed, and aimed such that it only eliminates its intended target and prevents emission of light into the night sky. The allowable outdoor lighting should strictly avoid creating conditions of light trespass. Light trespass means a condition in which light emitted on one's property is directly visible from any other property. Light trespass is defined to exist regardless of whether the receiving property owner finds the light objectionable.

Christmas lights may be operational from November 1st through the holidays and cease operation January 31st. There are no yard displays, projections, or flash/strobes allowed.

Provisions should be made for the appropriate use of adaptive controls to limit the duration, intensity, and/or extent of outdoor lighting. This can be obtained by the use of active controls such as timers and motion sensing switches.

Illuminated signs within the reserve must be designed directed and shielded in such a manner that the light source is not visible beyond the property boundaries or the sign is located. Lighting for signs must be directed such that only the sign face is illuminated. All signs must have stationary and constant lighting.

No pole mounted security lighting/ lighting of any kind will be allowed.

ANTENNAS

VHS/UHF/RADIO antennas shall be mounted on a single pole and will be six feet or less in height from the peak of the roof. Antennas will be moderate and unobtrusive in size. The general appearance of antennas will be similar to standard television antennas. Tower structure antennas will not be approved. Satellite dish antennas under 24" (inches) diameter are approved. Dishes over 24" (inches) in diameter will be considered based on size, location and method of installation and screening. No owner or operator of electronic equipment may erect a receiving

and sending mast and antenna without prior written approval. No equipment generating electromagnetic energy that may interfere with communication reception will be permitted.

REFUSE STORAGE

Trash containers/dumpsters will be stored enclosed or out of sight. Outdoor containers must be bear-proof design and must be screened by an approved fence or enclosure. No burning of refuse or trash is permitted.

**By the ZHA Board of Directors
Adopted May 15, 2009**

**Architectural Requirements and Guidelines for Zapata Residential Sites
and
Architectural Requirements and Guidelines for Zapata Subdivision Commercial Sites**

ENERGY-SAVING DEVICES

For public health, safety, acceptable noise levels and aesthetic reasons, the dimensions, placement, and external appearance of an “energy-saving device” shall be subject to Architectural Committee review.

- Solar panels for electricity production (PV panels), solar panels for heating domestic hot water (DMH panels), solar panels for entire home heating, and wind generators for generating electricity, and yet unknown new technologies that become generally accepted are the “energy-saving devices” covered by this document.
- The highest point of a solar panel will be less than the ridge of the roof to which it is attached. unless this location significantly increases the cost of the device or significantly decreases its performance or efficiency. Piping and electrical connections will be located directly under, and within, the perimeter of the panel.
- Pipes or cables connecting the solar panel with storage media such as battery banks for PV and a water tank for thermal systems are usually connecting at the roof mounted collector with lower (in-ground or on-the-ground) storage medium. While directing such pipes/cables down through the attic may have some aesthetic appeal, it could serve as an impediment to a system that is being retrofitted to an existing house. Therefore an external connection between the solar collector and the storage medium will be allowed, based on color and pattern matching the outside wall of a structure.
- Detached panels, standalone solar tracking PV panels or thermal hot water heating systems which that cannot be mounted on the roof of a home due to weight (with the exception of simple domestic hot water systems) shall be reviewed by the Architectural Committee on an individual basis. The solar collection area of water heating panels, sufficient to heat the average home in Zapata, dictates 5 to 10 collectors of size 8 feet by 4 feet. Such collection arrays must have the following characteristics
 - They must not reflect light onto a neighbor’s property.
 - They must not block the view from a neighbor’s property
 - They must observe existing set back rules from property boundaries
- Abandoned or deactivated devices shall be removed at property owners expense.

Wind-electric generators are allowed, provided reasonable steps are taken to reduce the sound associated with them, so as to reduce interference with the use and enjoyment by residents of property situated near the wind-electric generator.

- Audible Noise due to Wind Energy Facility or Wind Turbine operations shall not exceed the lesser of five (5) decibels (dBA) increase over the existing background noise level (L₉₀) or exceed forty (40) decibels (dBA) for any period of time, when measured at any structure used as a residence.
 - *All measurements shall be taken using procedures meeting American National Standard Institute Standards including ANSI S12.18-1994 (R 2004) American National Standard Procedures for Outdoor Measurement of Sound Pressure Level, and (ANSI) S12.9-Parts 1-5*
- Notification of, and cooperation with, the ZHA board shall be required for the installation of a residential wind energy system.
- All wiring between wind turbines and the wind energy system substation or electrical line hook up shall be underground.
- Wind turbine towers shall not be climbable. In some cases a fence may be required for safety around the wind turbine.
- The building permit application shall be accompanied by wind system specifications, including, decibel level, manufacturer and model, tower drawings, rotor diameter, total tower height, hub height, tower type (freestanding or guyed). Owner is responsible for verification of decibel measurements.
- A wind turbine shall be set back from the nearest property line, public road, above-ground electric power or telephone line a distance no less than 1.1 times its total height or existing set back rules, whichever is greater.
- The Ste Plan accompanying the building permit application shall include the following:
 - Location of the proposed wind system tower
 - Point of tie-in to any existing utility lines
 - Shadow Flicker area
- Abandoned or deactivated devices shall be removed at property owner's expense.

DEFINITION OF TERMS:

- Owner/Operator: The person or entity responsible for the day-to-day operation and maintenance of a wind turbine or wind energy facility.
- Personal Wind Turbine: A wind energy conversion system which that converts wind energy into electricity through the use of a wind driven turbine generator when the total height is 150 feet or less.
- Hub Height: The distance measured from ground level to the center of the turbine hub.
- Rotor Diameter: The total diameter of the wind turbine blades.
- Total Height: The distance measured from ground level to the blade of a wind turbine extended at its highest point.
- Shadow Flicker: The moving shadows or shaded areas that are cast by rotating turbine blades.
- Wind Energy Facility Siting Permit or Wind Turbine Permit: A construction and operating permit granted in accordance with the provisions of this rule.
- Excessive Noise – see “audible noise” guidelines.

FENCING

No fence, wall, hedge, or mass planting shall be permitted to extend beyond the minimum building setback line except decorative wood fencing less than 3 feet in height and 3- to 3-strand wire fencing with wood or metal posts.

Split rail, natural wood, natural or cast stone, stucco and other wire fences may be approved based on an individual property owner's needs.

Barbed-wire fences are prohibited.

LANDSCAPING

No substantial change shall be made in the elevation of any portion of the building site. Respect the natural drainage patterns of the land. By Colorado water law, in no case may active water drainages be blocked, dammed, or diverted. Due to the high desert zone of the Zapata area and lack of water supply, it is advised that all landscaping should take advantage of native trees, shrubs and plants. Residential well permits do not allow for lawn sprinklers or irrigation.

OUTSIDE STORAGE: By the ZHA Board of Directors
Revised 11/21/2014

Any outside storage areas must be shielded from public view by approved screening.

CULVERTS: By the ZHA Board of Directors
Adopted 11/21/2014

Landowners who improve a driveway to their lot that passes over a drainage ditch established by the ZHA shall provide a culvert under the drive in that ditch. Maintenance and replacement of the culvert will be the responsibility of the ZHA. For driveways that do not cross an established ditch, no culvert is necessary until such time as a drainage ditch is established. That culvert shall be provided by and maintained by the ZHA.

TANKS AND FUEL STORAGE

Propane and/or heating oil tanks approved and installed to government regulations are permitted. No other above ground fuel storage tanks or hazardous chemical storage will be allowed.

DECKS

Any deck that is over 30" (inches) in height from grade requires a building permit.

SIGNS

Permission is granted for one (1) for sale or for rent sign, which shall be no more than 4 square feet in size on any one property within the Zapata subdivision. Signs showing the address or identifying a property that fit within the 4 square foot maximum size restriction are encouraged for emergency services locating. No other signs such as, advertisements, billboards, or advertising structures of any kind may be erected or maintained on any lot.

ADDRESS SIGNS

Signs showing the address or identifying a property that fit within the 6 square foot maximum size restriction are required for emergency services locating. The address numbers must be at least 6" in height and must be clearly visible from the road. These signs must be permanent and must be in place prior to the commencement of construction.

DRIVES

The directing of drainage down driveways or paths and onto public roadways is prohibited.

ANIMALS AND HORSES

No animals other than house pets shall be kept or maintained on any property, except that no more than two (2) horses may be kept or maintained on contiguous parcels of 5 acres or more.

ELECTRIC

ZHA prefers that all power lines be buried.

WELLS, SEPTIC AND LEACH FIELDS

All residences are required to have an on-site well water system and septic/leach field as regulated by the state and local governing bodies. Applicants for new construction must indicate the proposed method for disposing of human waste on site prior to the connection of permanent toilet facilities. No pit toilets or outhouses are allowed. Cisterns may be approved for fire mitigation.

ABANDONED, DESTROYED OR REMOVED BUILDINGS

Any building project where no visible progress has been made after the 24-month time limit (plus any extensions granted) has elapsed may be required to be removed and the site restored at the owner's expense. Homes destroyed by natural causes must be rebuilt or all debris removed and the lot restored to a slightly condition within 120 days. Removal or demolishing an existing building requires AC approval.

LOT CONSOLIDATIONS

Consolidation of lots is encouraged. Contiguous lots may be consolidated pursuant to Alamosa County procedures and regulations. Once lots have been consolidated, they may not be subdivided.

VARIANCES

By the ZHA Board of Directors 2/15/2013

A variance is a minor deviation that still satisfies the intent of the Covenants.

A variance to the Architectural Guidelines can only be considered for an existing Zapata property owner and must be for that person's own property. The property owner must be in good standing with the Association, i.e., current on his or her fees, etc.

Any request for variance needs to be submitted with building plans. Each property owner requesting a variance must fill out the applicable variance application, i.e. ZHA Commercial or Residential Variance Application Form (Form D), present the Variance Form D and all other application forms and drawings that apply to the said project to the Architectural Committee.

The variance request must state clearly the reasons the Zapata property owner is requesting a variance and must include all dimensions, shapes, color and/or any other provision that violate the existing Architectural Guidelines.

*If a variance is requested after construction has begun, only the area that does **not** pertain to the variance request can continue on with construction. Form D has to be filled out completely and the usual process for a variance request followed.*

After the Architectural Committee has reviewed the variance request and all other forms pertaining to this request, the Architectural Committee will submit this package with its recommendation to the Board to approve or disapprove the variance request.

A variance approval will require a 2/3-majority vote of all members of the Board. For example, if there are seven (7) board members, it would require five (5) members to vote in favor. If a board member abstains or has not designated a proxy if he/she is absent, five (5) members would be required to vote in favor for the variance request to pass.

If unforeseen circumstances should occur and a variance is needed, Form D will need to be filled out along with any other descriptions pertaining to the variance. This application will be turned in to the Board for review and vote. No fee will be charged.

The Board can only consider a variance if it satisfies the following criteria:

**It does not depart from the spirit or protective intent of the Covenants or the Architectural Guidelines.*

Examples: Preserve the natural beauty of said property and the Zapata area.

Guard against poorly designed or poorly proportioned structures.

Protect against improper use of building site so it will not depreciate the value of the property of another Zapata property owner.

**It stays within a reasonable deviation of the Covenants and Architectural Guidelines.*

Examples: Height or width extensions should not be given if they negatively affect another Zapata property owner's line of sight or the property value of any Zapata property owner.

Consideration could be given so the property owner requesting a variance does not suffer hardship but it needs to be the least intrusive solution.

The Board can only vote on a variance request after all variance request requirements are fulfilled (e.g., Form D submitted, architectural drawings with variance request highlighted).

Limitation on Liability

The AC and the members thereof, as well as any representatives of the Board designated to act on its behalf, shall not be liable for damages to any person submitting requests for approval or

for failure to approve or disapprove in regards to any matter within its jurisdiction under the Covenants and Bylaws.

Neither the AC nor the Association, its employees, agents or appointees, shall be responsible in any way for any plans or specifications submitted, revised, or approved in accordance with the foregoing provisions, nor for any structural, or other defects in work done according to such plans and specifications, nor for errors in the on-site location of any construction. The AC shall not be responsible or liable for reviewing plans and specifications for engineering or structural soundness or compliance with any applicable governmental regulations. Any deficiencies or failures of water runoff or drainage plans or designs are not the responsibility of the AC; such responsibility shall fall with the property owner.

APPLICATION PROCESS AND REQUIRED PLANS

The AC meets the second Saturday of each month at 9:00 AM at a designated meeting place. All applications, plans and fees must be to the ZHA office one week prior to the AC meeting date.

Two sets of plans, along with a completed application and paid fees, are required prior to scheduling a meeting with the AC. Please call the ZHA office to obtain forms, covenants, architectural requirements and guidelines, and to obtain AC meeting dates and times. To schedule an application review, please call the ZHA administrator.

Minimum Plan Requirements:

Site plan: minimum 1" (inch = 20' (feet) scale:

- (1) Title area with owner's name, unit, block and lot numbers, scale used and north arrow
- (2) Lot lines, setback lines and easement lines, adjacent streets
- (3) Existing natural features, significant trees, drainages and waterways with distances to proposed improvements
- (4) Proposed structures and existing structures to include decks, walls and fences with dimensions to property lines
- (5) Driveway and parking areas
- (6) Power lines and pole placement
- (7) Culverts

Floor Plans:

Indicate all rooms, walls, windows, and features, which affect the exterior of the proposed structure along with exterior dimensions.

Elevations:

Elevations or exterior views of all major building facades are to be labeled with their orientation north, south, east, west; note walls, roofs, floor levels, finished grade and height of ridgelines from finished grade; note roof and wall materials and colors.

Fence and Walls:

Locate on the site plan all fences and walls. Solid or non-wire fences and walls should show an elevation view showing height, material and color.

Site Sanitation:

Applications for new construction must indicate the proposed method for disposing of human waste on site prior to the connection of permanent toilet facilities. Typically this is a portable commercial toilet or temporary hook up to a septic system. No pit toilets or outhouses are allowed.

APPLICATION FLOW CHART

1. Obtain application forms for construction from the ZHA office. Choose the appropriate application form for your construction and complete the form along with your building plans.
2. Submit your application and plans to the ZHA office for consideration.
3. Attend, or have representative attend, the AC meeting at which your plans are considered. At this meeting, your plans will either meet conceptual approval or denial. A site visit usually within 30 days will be scheduled after which you will receive final approval.
4. Arrange for a site visit. Site must be flagged. AC is not responsible for, and cannot guarantee, lot lines. A \$50 fee will be imposed if the applicant or his/her representative does not show up for the site inspection or if the required items in the staking schedule are not staked.
5. Obtain a written letter of approval from the AC, which is sent to the Alamosa County building inspector. (The County approves no building permits without prior approval by the Zapata AC).
6. Apply for a building permit from Alamosa County.
7. Upon receipt of a building permit, proceed with your construction. We will require substantial completion with 24 months of start of construction.
8. Call for a final inspection.

NOTE: You must have a residential well permit prior to the site inspection.

ZHA BUILDING APPLICATION
FORM A

Form A is for **new construction to include single-family dwellings, carports, garages, servants' quarters, guesthouses and outbuildings in addition to remodeling or reconstruction.** FEE: \$250

1. Applicant's name _____

Address _____

Phone number _____

Email: _____

2. Legal description/address where building/construction will be located.

UNIT _____ BLOCK _____ LOT/TRACT _____

ADDRESS _____

3. Is applicant aware of, and willing to abide by, the protective covenants, bylaws and architectural requirements and guidelines of the ZHA? YES _____ NO _____

4. Plans. Attach site plan, floor plans and elevations to this application.

5. Square feet of livable area. _____ Sq. ft.

6. Number of levels (1) _____ (2) _____ (2 ½) _____

7. Exterior Materials

Roof materials _____ Roof color _____

Wall materials _____ Wall color _____

8. Number of 4"+ diameter trees to be removed _____

9. Number of power poles to reach the dwelling _____

10. Exterior lighting

Attached to Buildings: Number of _____ Description _____

Walkway lighting: Number of _____ Description _____

11. Construction start date _____ Construction completion date _____

Applicant's signature: _____ Date _____

Required attachments: Site and floor plans, elevations of all proposed buildings.

CONSTRUCTION MATERIALS MAY NOT BE DISPOSED OF IN THE ZAPATA TRASH DUMPSTER. MATERIALS SHOULD BE REMOVED FROM THE SUBDIVISION OR PLACED IN A CONSTRUCTION MATERIAL DUMPSTER RENTED FOR YOUR PROJECT. DUMPING OF CONSTRUCTION MATERIALS IN TRASH DUMPSTER IS SUBJECT TO A \$250.00 FINE PER INCIDENT.

ZHA BUILDING APPLICATION
FORM B

Form B is for **driveways, well, septic and leach field, power lines.**

FEE: \$250

1. Applicant's name _____

Address _____

Phone number _____

Email: _____

2. Legal description/address where building/construction will be located.

UNIT _____ BLOCK _____ LOT/TRACT _____

ADDRESS _____

3. Is applicant aware of, and willing to abide by, the protective covenants, bylaws and architectural requirements and guidelines of the ZHA? YES _____ NO _____

4. Acceptance and payment for this application does not guarantee approval of residential construction plans in the future. You have 5 years from the date of this application to receive approval for and begin construction without incurring an additional residential application fee. No camping, campers, trailers or recreational vehicles are allowed as occupied dwellings per existing covenants.

5. Plans. Attach site plan to this application.

6. Number of 4" (inches) + diameter trees to be removed _____

7. Number of power poles to reach the dwelling _____

Applicant's signature: _____

Date: _____

Required attachments: Site plan showing drives, parking areas, well, septic, leach field, and power line/pole placement.

CONSTRUCTION MATERIALS MAY NOT BE DISPOSED OF IN THE ZAPATA TRASH DUMPSTER. MATERIALS SHOULD BE REMOVED FROM THE SUBDIVISION OR PLACED IN A CONSTRUCTION MATERIAL DUMPSTER RENTED FOR YOUR PROJECT. DUMPING OF CONSTRUCTION MATERIALS IN TRASH DUMPSTER IS SUBJECT TO A \$250.00 FINE PER INCIDENT.

ZHA BUILDING APPLICATION
FORM C

Form C is for **carports, garages, outbuildings, fences or walls, re-drilling of a well or re-installation of a septic and/or leach field.** FEE: NONE

1. Applicant's name _____

Address _____

Phone number _____

Email: _____

2. Legal description/address where building/construction will be located.

UNIT _____ BLOCK _____ LOT/TRACT _____

ADDRESS _____

3. Is applicant aware of, and willing to abide by, the protective covenants, bylaws and architectural requirements and guidelines of the ZHA? YES _____ NO _____

4. Plans. Attach site plan, floor plan and elevations to this application.

5. Square feet of building: _____ sq. ft.

6. Number of Levels (1) _____ (1 ½) _____

7. Exterior Materials

Roof materials _____ Roof color _____

Wall materials _____ Wall color _____

8. Number of 4" + diameter trees to be removed _____

9. Number of power poles to reach the building _____

10. Exterior lighting

Attached to Buildings: Number of _____ Description _____

Walkway lighting: Number of _____ Description _____

Applicant's signature: _____

Date: _____

Required attachments: Site plan showing existing structures, drives, parking, power lines, septic and leach fields and floor plans, elevations of all proposed building, fences or walls.

CONSTRUCTION MATERIALS MAY NOT BE DISPOSED OF IN THE ZAPATA TRASH DUMPSTER. MATERIALS SHOULD BE REMOVED FROM THE SUBDIVISION OR PLACED IN A CONSTRUCTION MATERIAL DUMPSTER RENTED FOR YOUR PROJECT. DUMPING OF CONSTRUCTION MATERIALS IN TRASH DUMPSTER IS SUBJECT TO A \$250.00 FINE PER INCIDENT.

**ZHA RESIDENTIAL VARIANCE APPLICATION
FORM D**

Form D is used for variances. Variances must be requested prior to the commencement of work.

Action	Fee	Comments
	No Fee	

1. Applicant's Name: _____
 Address: _____
 Phone #: _____
 Email: _____

2. Legal description/address where building/construction will be located:
 UNIT _____ BLOCK _____ LOT/TRACT _____
 ADDRESS _____

3. Is the applicant aware of, and willing to abide by, the 1975 and 1981 Protective Covenants, Bylaws and Architectural Requirements of the ZHA? Yes _____ No _____

4. Requested Variance: Fill in the table below. Attach a detailed drawing and/or description of the variance to this form along with any additional pages needed.

5. Finally: Turn in this form along with all additional information to the Architectural Committee (AC) for review. The AC will then present this application to the ZHA Board along with the AC's recommendations.

Guideline to be Altered	Requested Variance	Reason for Variance

Applicant's Signature: _____
 Date: _____

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ZHA EASY FORM APPLICATION
FORM E

Form E is for **small projects not covered by the other application forms.** FEE: NONE

1. Applicant's Name: _____
Address: _____
Phone Number: _____
Email: _____

2. Legal description/address where building/construction will be located:
UNIT _____ BLOCK _____ LOT/TRACT _____
ADDRESS _____

3. Is the applicant aware of, and willing to abide by, the protective covenants, bylaws and architectural requirements and guidelines of the ZHA? YES _____ NO _____

4. Explain what you want to do:

Applicant's Signature: _____ Date: _____

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ON SITE INSPECTION CHECK LIST

Prior to the on-site inspection, please have the following completed and ready for inspection

—

- ___ 1. Install a permanent address sign
- ___ 2. Stake and label the property boundaries
- ___ 3. Stake and label the septic tank and leach field perimeters. (The leach field must be a minimum of 50' away from any watercourses, lake or free-flowing ditch.)
- ___ 4. Stake and label where the driveway access is located from the roadway.
- ___ 5. Stake and label the well. (Must be a minimum of 100' from the leach field.)
- ___ 6. Stake and label the dwelling corners and any other structure or outbuilding.
- ___ 7. Place a ribbon around any trees 4" (inches) in diameter or larger that will be removed.
- ___ 8. Stake and label power poles.

Any site that is not ready for inspection as above, will be assessed a \$50 inspection fee.

UTILITIES AND PERMITS

COUNTY BUILDING PERMITS (Also well and septic)

Alamosa County Building Inspection
702 4th Street
PO Box 178
Alamosa, CO 81101
(719) 589-3812

STATE ELECTRICAL PERMITS

Colorado State Examining Board of Electricians
1580 Logan St., Suite 550
Denver, CO 80203-2300
(303) 894-2300
Local Office: 226 6th St., Alamosa, CO 81101 (719) 589-3010

STATE PLUMBING PERMITS

Colorado State Examining Board of Plumbers
1580 Logan St., Suite 550
Denver, CO 80203-2300
(303) 894-2300
Local Office: 226 6th St., Alamosa, CO 81101 (719) 589-3010

STATE WELL PERMITS

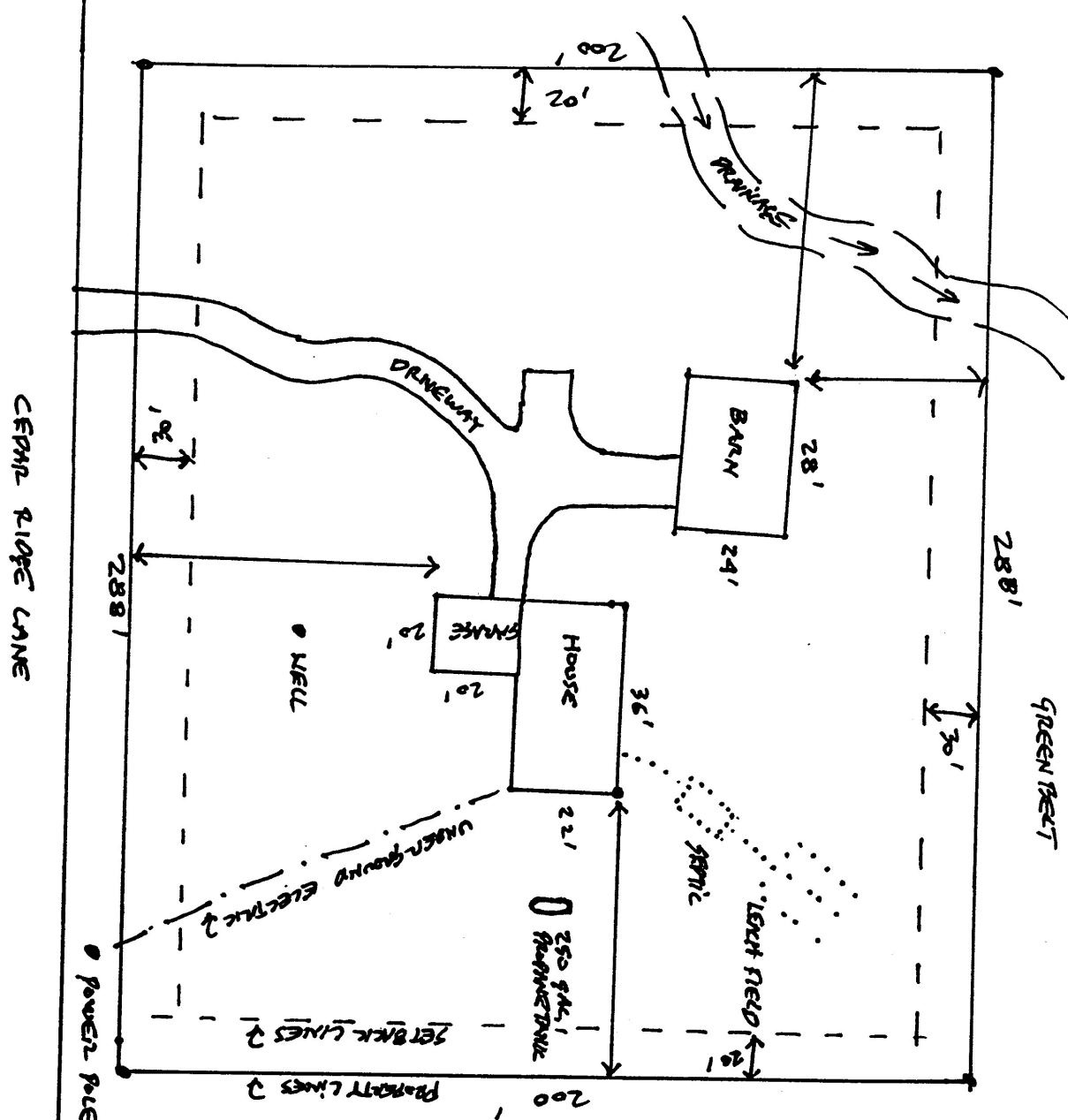
State Division of Water Resources
422 4th Street
Alamosa, CO 81101
(719) 589-6683

ELECTRICITY

San Luis Valley Rural Electric Cooperative (SLVREC)
3625 West Highway 160
Monte Vista, CO 81144
(719) 852-3538

TELEPHONE

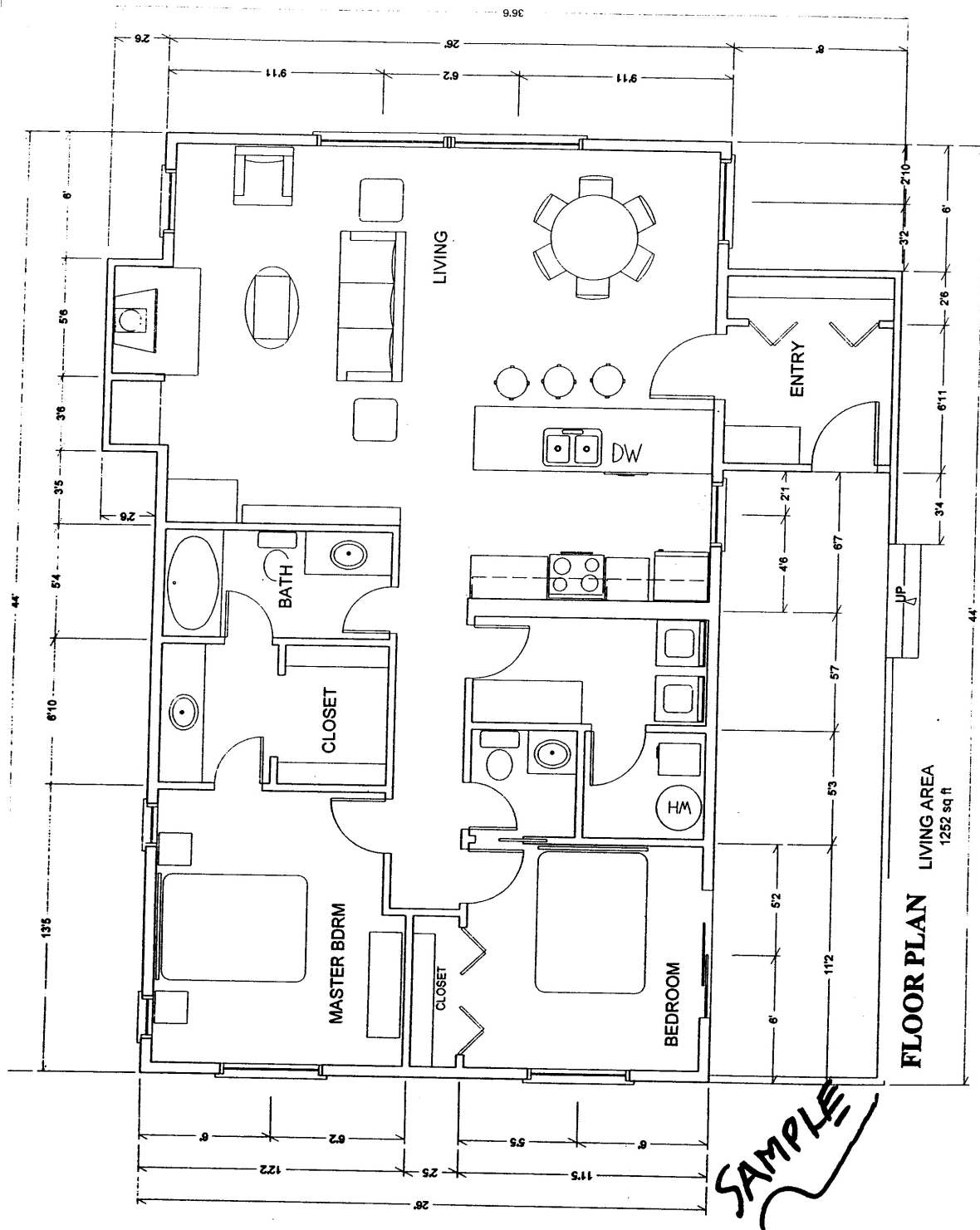
Columbine Telecom Company
5998 North Highway 17
Mosca, CO 81146
(719) 378-2231

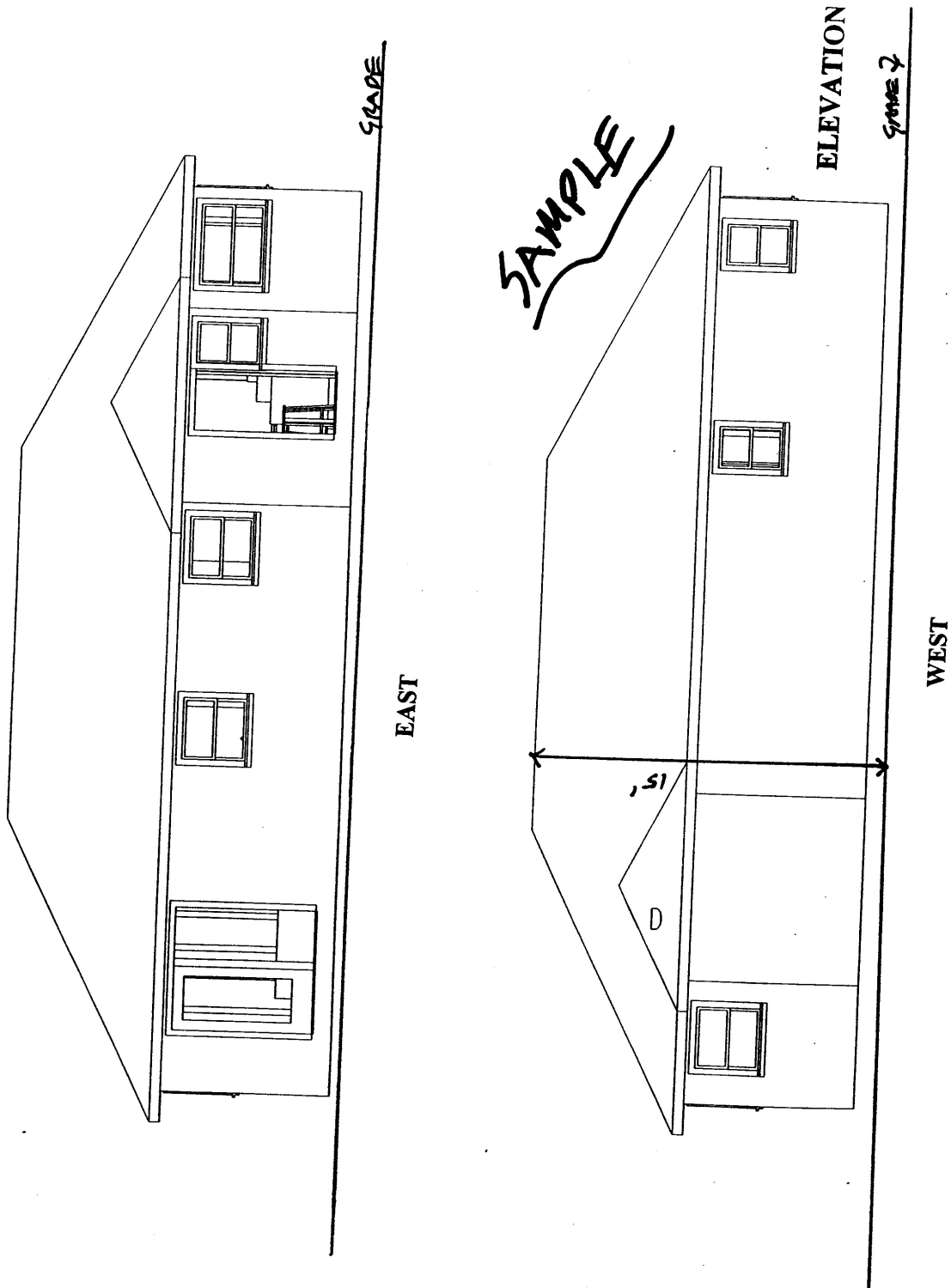


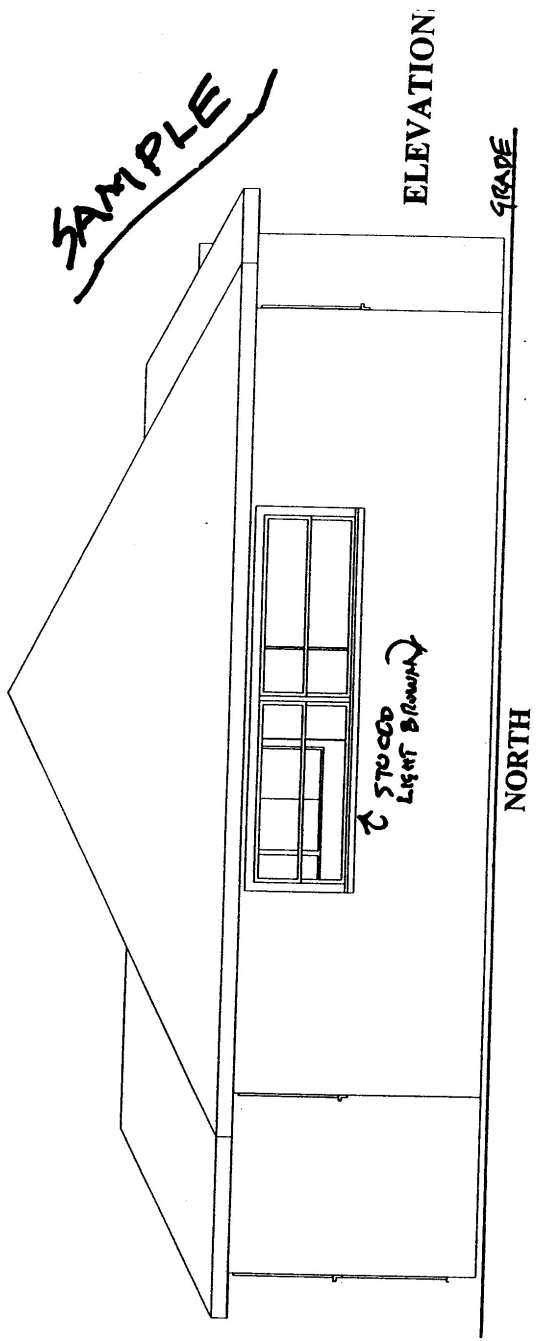
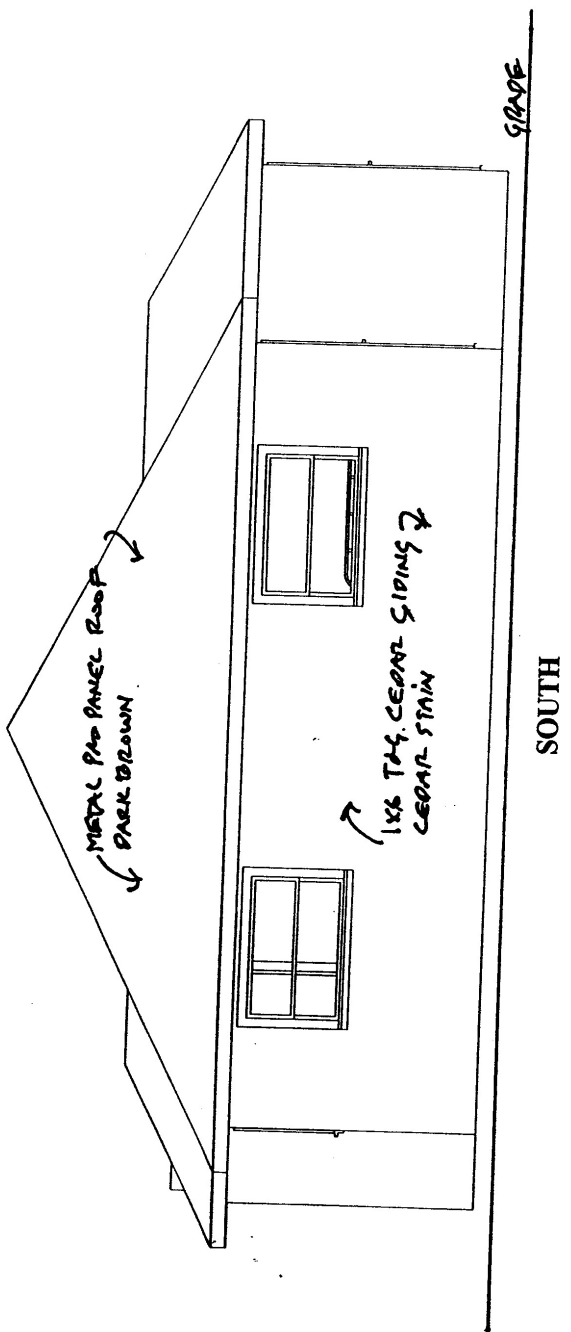
SAMPLE

SITE PLAN
Scale: 1"=20'

Michael Jones
Unit 1, Block 16, Lot/Tract 2
123 Cedar Ridge Lane







**ALAMOSA COUNTY PUBLIC
HEALTH & LAND USE OFFICE**

P.O. Box 178
Alamosa, Colorado 81101
Phone: (719) 589-3812 • Fax: (719) 589-1900

July 31, 2003

Zapata Homeowners Association
919 Third Avenue
Monte Vista, CO 81144

RE: Second Unit Dwelling on Residential Lots

Dear Association Members:


To address any misconceptions there may be regarding the installation and occupation of second unit dwellings within the Zapata Subdivision, I have enclosed a certified copy of the Alamosa County Zoning Regulations for your review. Please refer to Article two, Section 2.2 on page seven.

As outlined in the regulations, second unit dwellings are not a permitted use or a conditional use in a Residential District. Multi-unit dwellings are, however, permitted in a Residential District provided that the development consists of a Residential Planned Unit Development. The Zapata Subdivision was not platted as a Planned Unit Development.

Further, the State of Colorado, under the Summary of Augmentation Plan for the Zapata Subdivision, limits each lot to residential in-house-use only wells. Second unit dwellings cannot be served by in-house-use only wells.

If you need any addition information in this regard, please do not hesitate to call my office.

Sincerely,


Felix Gallegos
Alamosa County
Land Use Administrator